



south dakota
DEPARTMENT OF EDUCATION
Learning. Leadership. Service.

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TO: Authorized Representatives
Child & Adult Care Food Program

FR: Sandra Kangas, Supervisor
Child & Adult Nutrition Services

DT: July 18, 2011

RE: Application for Child Nutrition Programs Renewals

The application for child nutrition programs now online. The application packet can be completed and submitted at any time. However, there is a due date at the top left corner of Part 1.

Completing and submitting the application by this date will help to ensure that there is no lapse or delay in payments made to your agency. If you need a hard copy or you desire to participate in additional programs, please contact the secretary at 773-3413 and she will mail the information to you. You will find the application and instruction pages online at <http://doe.sd.gov/cans/cacfp.asp#applications>. You can download and complete this on your computer.

Please check carefully to make sure that you download the correct forms. There are significant changes due to reductions in paperwork and agreements becoming permanent. The first document on the website will tell you which forms you need to submit. The required forms are different for independent centers, sponsors of centers, and sponsors of homes. You need to use the forms for renewing institutions.

Please understand this is a very busy time and personnel are apt to be on the telephone. You can leave a message on the voice mail. Be assured your call will be returned as soon as possible. Staff may also be contacted through electronic mail.

The agency must submit one combined application (Part 1) with information for all of the various programs it operates. This includes Child & Adult Care Food Program (CACFP), National School Lunch & Breakfast Programs (NSLP & SBP), and Summer Food Service Program (SFSP). This combined application makes it essential for all involved personnel to communicate closely. The person signing part 1 should be the chief administrative officer authorized to enter into agreements. It is acceptable for that person to designate others to be the "authorized representative" for individual program(s) to receive mailings and correspond with this office.

If the agency participates in another program in addition to the Child & Adult Care Food Program, the agency should submit only one Part 1 with the appropriate information listed for all programs.

July 18, 2011

We realize that you may not know the details for the Summer Food Service Program at this point if you offer that. Summer Food Service Program (SFSP) information will be mailed out in the spring that must be completed and returned for approval at that time.

Instructions for all sections are included on the website. Read them carefully before beginning. Submit the application by mail with an original signature or, if your agency has the capability, you can email it with an electronic signature.

The authorized representative must submit in writing any changes to the application, agreement, or personnel during the year. Attachment G, found in Part 6 may be used for this purpose.

Record Retention - All Programs: The previous agreement and approved application must be kept on file for three (3) years past the current year. If an audit on those records is in process, the records must be kept on file until the audit is complete and closed. If the local agency has a policy to retain records for a longer period of time, that is acceptable. Permanent records must be kept for three years past the date they are no longer in effect. **Please note that your 2010-2011 application must now be kept on file permanently since we will no longer be collecting base year applications!**

Information and guidance on determining eligibility and verification, site monitoring, and appeal procedures, can be found in the Guidance Manuals for the program and the state numbered memos. The numbered memos are also available on the CANS website in the CACFP section at <http://doe.sd.gov/cans/cacfp.asp#memos>

Child & Adult Nutrition Services staff must approve contracts with meal vendors and service management companies. They must meet federal contract standards as well as state law.

Income Eligibility Guidelines for the program year changed from the prior year and have been published. The determinations will be good for one full year.

Reimbursement rates for the program year and claim forms will be mailed separately. The claim for July, due in August, will be the first month to be submitted on the new form. The June claim, due in July, is still part of the prior year. You can also get the claim forms from the CANS website. New rates are usually announced in mid-July.

Audit statements are included with the budget information. Each local agency must provide a copy of their audit or certify that the agency is exempt from audit.

The Justice for All posters should be in each dining/service area visible to the patrons (children and/or parents). A small (8.5 x 11) version of the poster is available at <http://www.fns.usda.gov/cr/justice.htm>. Use version 475c.pdf.

Questions can be referred to the respective Child and Adult Nutrition Services or Office of Finance and Management staff members at 773-3413. Direct numbers are also provided.

Child & Adult Nutrition Services - DOE

fax: 605-773-6846

Melissa Halling melissa.halling@state.sd.us	280-2696	Child care questions regarding agreement, meal benefit applications, and operating procedures
Cheriee Watterson cheriee.watterson@state.sd.us	773-3610	School meal and school milk programs questions regarding agreements, operating procedures, meal counts, free & reduced price applications menu analysis
Jean Schuurmans jean.schuurmans@state.sd.us	773-6026	
Samantha (Sami) Beilke samantha.beilke@state.sd.us	773-2977	Fresh Fruits & Vegetable Program, Child Nutrition Institute, and Technical Assistance
Julie McCord julie.mccord@state.sd.us	773-3110	Summer Food Service applications and procedures, TEFAP
Mary Kirk mary.kirk@state.sd.us	773-4718	Team Nutrition, mini-grants, HealthierUS School Challenge (HUSSC)
Mark Moen mark.moen@state.sd.us	773-4769	Processing contracts, donated food, commodity orders and receipts, NOI, CSFP
Lynette Thum lynette.thum@state.sd.us	773-4353	Commodity orders and receipts, processed commodities
Shar Venjohn shar.venjohn@state.sd.us	773-3413	Additional program application sections, refer questions to specialists
Sandra Kangas sandra.kangas@state.sd.us	773-4746	General program questions, food service management company contracts, special provisions

Office of Finance and Management - DOE

fax: 605-773-6139

Cody Stoesser cody.stoesser@state.sd.us	773-3456	Financial statements, special provisions, audits, budgets, exceptions
Laurie Schumacher laurie.schumacher@state.sd.us	773-3349	Claims for reimbursement, revised claims

Claim due dates for 2011-2012: When the due date falls on a weekend or holiday, the claim is due the following business day.

Claim Month:	Due Date	(60 days) Final Deadline	(90 days) Upward Revisions Due
July	Aug 10	Sept 29	Oct 29
August	Sep 10	Oct 30	Nov 29
September	Oct 10	Nov 29	Dec 29
October	Nov 10	Dec 30	Jan 29
November	Dec 10	Jan 29	Feb 28
December	Jan 10	Feb 29	Mar 30
January	Feb 10	Apr 1	Apr 30
February	Mar 10	Apr 29	May 29
March	Apr 10	May 30	Jun 29
April	May 10	Jun 29	Jul 29
May	Jun 10	Jul 30	Aug 29
June	Jul 10	Aug 29	Sep 28